

**Chelsea District Library Board of Trustees  
Minutes of Regular Meeting**

Tuesday, June 15, 2021 6:45 pm  
Meeting Location: Remote, Using Zoom

**Trustees in Attendance:** TJ Helfferich (Zooming from the City of Chelsea), G. Munce (Lyndon Township), J. Carr (Sylvan Township), A. Merkel (City of Chelsea), E. Sensoli (Lima Township), & C. Taylor (representing Dexter Township, but Zooming from Northern Michigan).

**Absent:** S. Lackey

**Staff:** Director L. Coryell, Assistant Director L. Ballard, & C. Berggren.

**Guests:** Bill Tucker

**Welcome and Call to Order**

TJ Helfferich called the meeting to order at 6:45 p.m.

**Agenda Review, Additions, and Approval**

MOTION made by J. Carr, SECONDED by G. Munce to approve the agenda, as amended. Discussion: Lori added Preparedness & Response Plan as Discussion Item #3.

All Ayes: 5-0

**Presentation: Maner Costerisan 2020 Audit Report by Bill Tucker**

Bill shared a power-point presentation of the Independent Auditor's Report over Zoom with the board members. The audit finding was an Unmodified Clean Opinion, which Bill said was the best possible opinion.

- C. Taylor arrived to the meeting during the presentation.

**Compulsory Segments:**

**Minutes and Approval of Checks**

MOTION made by J. Carr, SECONDED by E. Sensoli to approve the minutes of the May 18, 2021 Board Meeting. Discussion: None

All Ayes: 6-0

MOTION made by G. Munce, SECONDED by A. Merkel to accept the General Fund Operational checks for May, 2021. Discussion: None

All Ayes: 6-0

MOTION made by J. Carr, SECONDED by C. Taylor to accept Financial Reports for May, 2021. Discussion: Elizabeth reiterated that she'd like to see a cash-flow chart.

All Ayes: 6-0

**Director's Report Update:**

L. Coryell update:

- The library is coordinating with Chelsea Public Schools, particularly Beach Middle School for their summer school program.
- Patty Schwarz is starting a Chelsea Arts Initiative that the library is supporting.
- June 21 is the Facility Reopening date and a press release has gone out.
- The American Rescue Plan Act is distributing grants to libraries for vehicles and Lori and Linda are currently working on an application.

Friends Report:

- The Friends of the Library celebration will take place October 23, during the National Friends of the Library week and the Re-Open House.
- The July meeting will be in hybrid form.
- There's been talk of potentially merchandising around the upcoming Frida Kahlo exhibit.
- The Book Sale returns June 26 with extended hours and lots of inventory. The Friends are anticipating a major run on donations, so they're planning to add additional book sale dates to their schedule.

Other Reports Notes:

- Charlie announced that he had to leave the meeting.
- Gary wants year-to-date totals for the townships. And Elizabeth asked for context numbers, as well, for comparison. Lori shared that the Performance Dashboard has been reworked and will be returning soon.

**Public Comment:** None

**Action Item #1: Donations**

MOTION made by J. Carr, SECONDED by A. Merkel to approve the library's May donations. Discussion: None

Jan, roll-call vote: Gary – Aye, Elizabeth – Aye, Anne – Aye, TJ – Aye, and Jan – Aye.  
All Ayes 5-0

**Discussion Item #1: Budget Hearing Notice**

This is an annual formality, alerting the board that the Budget Hearing Notice will be an Action Item in July and will be published a week after the July board meeting. Jan asked if the Guardian should be included in the publications we print the notice in.

**Discussion Item #2: 2020 Audit Approval**

MOTION made by A. Merkel, SECONDED by E. Sensoli to move Discussion Item #2 to Action Item #2. Discussion: None

All Ayes 5-0

**Action Item #2: 2020 Audit Approval**

MOTION made by J. Carr, SECONDED by G. Munce to approve the 2020 library audit, as presented by Maner Costerisan's Bill Tucker. Discussion: None

Jan, roll-call vote: Anne – Aye, Gary – Aye, TJ – Aye, Elizabeth – Aye, and Jan – Aye.

All Ayes 5-0

**Discussion Item #3: Preparedness & Response Plan**

Due to MIOSHA changes, like vaccinated staff no longer having to wear masks and some relaxation of some cleaning protocol, the library needs to update the state mandatory Preparedness & Response Plan.

MOTION made by J. Carr, SECONDED by A. Merkel to move Discussion Item #3 to Action Item #3. Discussion: None

All Ayes 5-0

**Action Item #3 Preparedness & Response Plan**

MOTION made by A. Merkel, SECONDED by J. Carr to adopt the updates to the library's Preparedness & Response Plan. Discussion: None

Jan, roll-call vote: Gary – Aye, Elizabeth – Aye, TJ – Aye, Anne – Aye, and Jan – Aye.

All Ayes 5-0

**Committee Reports**

**Policy Committee –**

**Finance Committee –**

**Personnel Committee –**

**Nominating Committee –**

**Community Outreach Committee –**

**Public and Board Comment:** Jan commented on how wonderful the library’s online programming has been throughout the COVID era. Gary would like Scott to share his ransomware knowledge with the townships, as he feels they’re particularly vulnerable. He believes the townships should have disaster preparedness plans, as well.

**Other Items:** The board discussed when to return to in person meetings. Trustees were receptive and excited to return to regular, in person meetings, but thought it may be difficult during the summer months, due to vacation plans finally being possible and the ease of Zooming remotely. A target date of September 21 was proposed and will be discussed further in July, when Charlie and Susan can participate.

**Adjourn:**

MOTION made by G. Munce, SECONDED by E. Sensoli to adjourn the meeting at 8:10 p.m.

All Ayes, 5-0

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Janice L. Carr, Board Secretary

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Date